

Chief, Management Staff

23 March 1956

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Weekly Report - Week Ending 21 March 1956

1. A review of the records control schedule prepared for the Medical Staff approximately 2 years ago has resulted in the addition of several new items and a revision of some others. This review has also brought about the retirement of additional files to the Records Center.

2. The records disposition survey in the Office of Personnel is progressing satisfactorily and is now about 45% complete. A total of 2430 cubic feet of records have been inventoried.

3. The office of the DD/I has retired some of their records as the result of the control schedule we recently completed for them.

4. The inventory of reports prepared by the Office of the Comptroller has been received and this completes the entire DD/S area. As a result we find that over 100,000 man hours are expended annually in the preparation of administrative reports. A plan for an organized program in the entire area is now being developed.

5. We completed 23 new and revised forms this week. Our workload now consists of 11 new and 5 revised forms.

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